

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: July 1, 2003

PERSONNEL LETTER # 03-008  
CSU ONLY

TO: All Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

RE: **CALIFORNIA STATE UNIVERSITY BARGAINING UNIT 06 JULY 01, 2003 SALARY INCREASE**

The agreement reached between the CSU and Bargaining Unit 06 provides for a 1.58% General Salary Increase (GSI) effective 07/01/03. Refer to Technical Letter HR/Salary 2003-05 for further information on the GSI.

PPSD will manually process GEN transactions to post the increase to the eligible employees' EH records. It is anticipated that the update will occur during the week of July 7, 2003.

The manual update will include employees with red circle rates and employees on NDI, supplementing with catastrophic leave donations. Employees with expired appointments will not be included in the update. Campuses must determine if the employees are to be reappointed or separated and key enter the appropriate transactions (see processing instructions below).

Employees who separated prior to 07/01/03 and have lump sum payments that extend beyond 07/01/03 will be identified and the lump sum payments will be manually adjusted by PPSD. A GEN transaction will not be posted.

Based on the update processed by PPSD, the following is a guideline for processing various EH transactions. The transactions should be key entered in the order indicated.

1. Separations effective 06/30/03 or prior:
  - a. GENV effective 07/01/03.
  - b. SXX.
2. Separations effective 07/01/03 or later, including Leave Without Pay (S49 and 565 transactions with Job Injury Code = 7), should be processed as usual with the exception identified in #3 below.

If a separation for a 10/12 or 11/12 employee was keyed prior to the GEN transaction with the old salary rate, process as follows:

SXXC - enter the new total amount due in Item 810, Settlement Pay.

Note: If audit message 9564-01B and/or 9320-02 are received submit the transaction to PPSD with the audit message attached or the audit message number entered on Line H.

3. Employees on NDI/Leave of Absence Without Pay as of 07/01/03 and are to separate 07/01/03 or later with lump sum vacation/extra hours (Item 621) requested on the separation transaction:
  - a. A57 or A58 effective same date as SXX and effective date hours = COB to change salary rate to the GSI salary rate. Also, enter 'Lump Sum Only' in Item 215, remarks.
  - b. SXX.

4. Leave of Absences effective 06/30/03 or prior, including 565 transactions (with Job Injury Code = 7):
  - a. GENV effective 07/01/03.
  - b. SXX.
5. Appointments effective 06/30/03 or prior and Item 450, Prior State Service, = 1, 3, or 4; or reappointments for employees with an appointment expiration date prior to 06/30/03:
  - a. AXX.
  - b. GEN effective 07/01/03.
6. Appointments effective 07/01/03 or later and Item 450, Prior State Service, = 1, 3, or 4; or reappointments for employees with an appointment expiration date equal to 06/30/03:

No GEN transaction is required. However, enter the GSI salary rate in Item 820, Assigned Salary Rate, on the appointment transaction, if applicable.

7. Reinstatements effective 06/30/03 or prior, including A57, A58, A68, and 565 with Job Injury Code = 4 (if prior status was Job Injury Code = 7):
  - a. AXX or 565.
  - b. 715 effective same date of A68 or 565 to change Item 330, Anniversary Date, and/or Item 430, Probationary Period, due to non-qualifying pay periods, if applicable.
  - c. GEN effective 07/01/03 (enter the GSI salary rate in Item 820, Assigned Salary Rate, if applicable).
8. Reinstatements via the A57 or A58 transaction effective 07/01/03 or later for employees in the apprenticeship step rate classes:

Do not post the GEN transaction. The GSI salary rate will automatically generate on the appointment transaction.
9. Reinstatements via the A57 or A58 transaction effective 07/01/03 or later for employees in the non-apprenticeship step rate classes:
  - a. A57 or A58 with the old salary rate.
  - b. GEN effective the same date as A57 or A58 (enter the GSI salary rate in Item 820, Assigned Salary Rate).
10. Reinstatements via the A68 or 565 transaction with Job Injury Code = 4 (if prior status was Job Injury Code = 7) effective 07/01/03 or later:
  - a. A68 or 565.
  - b. 715 effective same date as A68 or 565 to change Item 330, Anniversary Date, and/or Item 430, Probationary Period, due to non-qualifying pay periods, if applicable.
  - c. GEN effective same date as the A68 or 565 (enter the GSI salary rate in Item 820, Assigned Salary Rate, if applicable.)

11. When processing the transactions per condition #9 or #10 above, audit message 9320-02 or 330-02 will be received if the Item 820 salary rate is below the new minimum rate or was the old maximum rate. Attach the audit message to the PPT input document package and submit to PPSD for processing.
12. If a correction to a previously keyed 07/01/03 effective date transaction (i.e., keyed prior to the 07/01/03 effective date GEN transaction) is processed, audit message 9320-02 may be received. The transactions with the audit message attached to the PPT input document need to be submitted to PPSD for processing. Refer to the PIMS Manual for out of sequence processing. If other audit messages are received, please contact your CSU Audits' Representative.
13. Transactions not identified above, process as usual.

If you have any questions regarding this Personnel Letter, please contact your CSU Audits' Representative.

JRH:JLD:PMAB